

## USE OF HEALTH & WELLNESS CENTER

### DEFINITIONS

Biometric Screening means finger-prick lipid profile & glucose, blood pressure, waist circumference, height, weight, and BMI (Body Mass Index).

Employee means a person appointed to a position in state government who is also enrolled in one of the State's health care plans.

Wellness Center or Center means the Indiana University Health – Health and Wellness Center in the Indiana Government Center.

### RESPONSIBILITIES

Employees are responsible for:

- Requesting permission from their supervisor to visit the Center.
- Scheduling appointments on days/times that cause the least disruption to agency operations and the employee's particular assignments.
- Using the minimum amount of time required to attend the visit to the Center.
- Bringing required identification to the Center visit (both a Photo ID and your State Health Care Plan card are required)
- Making up work time missed or charging the period of absence against accrued leave, except in the case of biometric screening required to be eligible to participate in the State Employee Wellness Consumer Driven Health Care Plan.
- Accurately recording schedule adjustments and use of accrued leave on the timesheet for entry into the payroll system.
- Paying deductibles, co-pays, and co-insurance, consistent with the State-sponsored health care plan in which the employee is enrolled.

Supervisors are responsible for:

- Not unreasonably denying requests to visit Center.
- Verifying, prior to approving an employee's timesheet, that schedule adjustments or use of accrued leave are recorded in the payroll system consistent with this policy.

State Personnel Department is responsible for:

- Construction of the Health & Wellness Center.
- Defining the scope of services to be provided by the Center.
- Contracting with provider(s) to staff the Center.

### PROCEDURES

1. Appointments may be made with the Center:
  - a. Online at <http://www.investinyourhealthindiana.com/hawc/> and/or
  - b. By telephoning 317.963.2035.

2. Walk-ins may be available. However, employees who do not have pre-scheduled appointments must call 317-963-2035 prior to leaving their work station to learn the length of the wait, if any. If a wait of longer than 20 minutes is indicated, the employee shall make an appointment for a specific time by logging into <http://www.investinyourhealthindiana.com/hawc/>.
3. If biometric screening required to be eligible to participate in the State Employee Wellness Consumer Driven Health Care Plan is conducted by the Wellness Center staff, the screening time shall be without loss of pay to the employee.

<b>REFERENCES</b>
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Invest in Your Health <http://www.investinyourhealthindiana.com/>